

Ordinary Meeting of Minstead Parish Council

The Surgery, Minstead Village Hall

Monday 5 October 2015 at 19.30**Present:** Cllrs W Andrews (Chair), H Bennett, A Ferguson, G Hough, R Taylor, D Wakelin.**In attendance:** Cllr K Mans (HCC), Cllr Mrs Andrews (NFDC), P Osborne (Clerk), Mr M Bridle, Mr J Waud.**1. Apologies for Absence**

Cllr S Cattell.

2. Public Participation Period

None.

3. Declarations of Interests

None.

4. To confirm the Minutes of the Ordinary Meeting held on 7 September 2015

These were agreed and signed.

5. Matters Arising

- C17/A31 junction - Suggestion of *Animal Accidents* sign [Item 6]: Cllr Mrs Andrews provided statistics for animal accidents since 2008 that showed, despite an increase in animals depastured, that the percentage of accidents has decreased and there have been only five animal accidents recorded on C17 in seven years. Agreed that this does not warrant signage and to include this information in Weekly Newsletter. **Closed**

- Risk Assessment for Snow Clearance [Item 13]: In progress. **Ongoing**

6. Items Ongoing

- Repairs to seat at cricket pitch: Cllr Cattell not present to report on this. **Ongoing**
- Bridleway restoration work: Cllr Wakelin and Clerk to obtain minimum two quotes then apply to *Small Grants Scheme* for funding towards restoration work to Bridleway 13. Two residents with access onto the bridleway have offered to contribute to the cost. **Ongoing**
- Eroded edges on roads: Cllrs Hough and Wakelin will raise this matter at next Quadrant meeting. **Ongoing**

7. Reports from County and/or District Councillor

Cllr Mans (HCC) reported that HCC is continuing to plan for transformation in 2017. Local councils are now able to adjust Business Rates and will get delegated powers to control local matters (eg housing development) under combined authority plans. HCC is about to change CEO.

He agreed to support Minstead PC's pursuit of action on repairs to road edges; this requires agreement between various bodies on maintenance methods.

He agreed to donate £500 from his Councillor grant towards a defibrillator. He would consider a grant towards training costs later.

Cllr Mrs Andrews (NFDC) reported that Bob Jackson is new CEO and will continue with his present Financial responsibility.

[Cllr Mans and Cllr Mrs Andrews left meeting at 20.11]

8. Report from Lengthsman

In September he cleaned and repainted (undercoat + top coat) the red telephone box at Newtown.

9. Report from Councillors' Surgeries

It was suggested that ideas for the phone box be requested in the Newsletter.

10. Reports from Parish Representatives

- Village Hall Management Committee meeting was postponed. One complaint has been received about an event in the Hall.

11. Planning

Decision Awaited

15/00468 Pilmore Heath Farm. Stables.

15/00468 Cartref Cottage. Single storey extension; detached double garage with storage over.

15/00490 Ivy Cottage. Chimney alterations.

15/00502 Hunters Brook. Amended plans for replacement dwelling + garage.

New Planning Applications

15/00641 (Listed Building Consent), **00642** Yew Tree. Single storey extension; extension to garage to create car port; replacement shed; external and internal alterations. **Comment No. 3. This seems reasonable.**

[Mr Waud left meeting at 20.18]

Trees

CONS/15/0847 Fleetwater House. Prune: 1 x Sycamore, 1 x Birch, 5 x Goat Willow; Fell 7 x Cherry, 7 x Ash trees; Coppice Hazel within the area marked as W1 on the location plan, as a rolling 5 year consent.

CONS/15/1014 Merrie Cottage. Prune 1 x willow.

Council raised no objections to these two applications.

Clerk was asked to complain to NFNPA about inadequacies of the pages of the website relating to Tree Work applications: councillors are often unable to see the full application so do not have the information necessary to consider and comment.

12. Correspondence

E-mail correspondence previously circulated:

- NFNPA: Initial consultation on *NF National Park Local Plan Review* – comments by 23/09/2015. **It was suggested that a *Minstead Village Design Statement* might help support the parish view on planning matters. Cllrs Taylor, Ferguson and Hough to research rationale for producing a *Village Design Statement* and this to be presented to Annual Parish Meeting in March 2016.**
- Furzey Track – proposed closure of access to A31. **Chairman reported that this discussion had stopped due to changes to management structure at Highways Agency.**
- Department for Transport: Consultation on *Traffic Signs Regulations and General Directions 2016*; comments by 06/10/2015. **Noted.**

To Read:

- *LCR (Autumn 2015)*

[Mr Bridle left meeting at 20.35]

13. Finance

- Receipts & Payments for September 2015:

	£	£	£
	Net	VAT (recoverable)	
Balance at 31.08.2015			11,434.70
Receipts:			
NFDC: Precept			4,750.00
Standing Order payments			
Salaries and expenses	427.87		
Cheques to pay:			
CommuniCorp: Annual subscription to LCU from 1/11/15	75.00		
P Osborne: Admin expenses for July, August, September	41.18	2.76	

HMRC: PAYE (2 nd quarter)	307.40		
Total payments for September	851.45	2.76	854.21
Balance after payments			15,330.49

Proposed for payment by Cllr Andrews, seconded by Cllr Bennett and agreed.

- Budget Report at end of 2nd Quarter: Clerk had circulated a statement of Receipts & Payments to date compared with amounts budgeted. Thanks and approval were proposed by Cllr Andrews, seconded by Cllr Taylor and agreed.

14. Update on pension scheme

Clerk reported that:

- Councils now have a duty to enrol eligible employees into a pension scheme and make contributions to it. Staging date when Minstead Parish Council must have a pension scheme in place is 1 February 2016. Minstead PC has enrolled with NEST [see August Minutes Item 17].
- Minstead Parish Council currently has NO Eligible and NO Non-eligible employees.
- It has TWO Entitled employees i.e. Age 16 – 74 and earning <£5824. Entitled employees can require employer to arrange enrolment into a pension scheme, but employer does not have to contribute. Letters have been written to these employees explaining their entitlements.

15. Defibrillator in Minstead

Enterprise Inns has agreed to siting of defibrillator at Trusty Servant. Cllr Bennett to discuss exact position + electrical requirements with Landlord, Mrs Lewis. Anticipated costs will be: machine £1,320; training per session £100 + room hire. (An initial session relating to use of machine is provided free). It was proposed by Chairman, seconded by Cllr Hough and agreed to commit to ordering machine for delivery end of January 2016. Parishioners to be informed via Weekly newsletter and Minstead Mail. Ideas are needed for fund raising.

16. Matters raised by Councillors

- HALC/NALC online survey to be completed by 6 November - Cllr Taylor has the survey as a document so response can be recorded.
- War memorial - At recent training by NPA Planning Officers, contact was made with Head of joint NFNPA/NFDC Conservation and Building Design team, Warren Lever, who will advise on what is permissible (or not permissible) after a war memorial has been Grade II listed.
- Overgrown vegetation on Blackwater Road [*Minutes Sep 2015, item 3*] – Highways having agreed to deal with some this, Clerk to request a progress report of arrangements for a site meeting with Verderer Richard Stride and Highways / CDA / Landowners. Chairman wished for a PC member to attend.
- Tree work on Seamans Lane [*Minutes Sep 2015, item 18*] - Forestry Commission having agreed to do this, Clerk to ask to be informed when this will take place so that a councillor can be present.

17. Date of next Ordinary Meeting: 2 November 2015 at 19.30

Meeting closed at 21.05